

RIVIP State Agency Info Center Documentation

I. Summary

This document explains how to utilize the State Agency Info Center on the Purchasing RIVIP website. The State Agency Info Center contains valuable purchasing information and tools for you and your agency.

II. Setup/Sign In

In order to begin using the State Agency Info Center, you must receive a User ID and password from the purchasing department. Once you receive this information, you can go to <http://www.purchasing.ri.gov> and click on the "State Agency Info Center" link to sign in:



III. Navigation

Once you have logged into the system, you will see the Info Center Navigation Page. This page contains a tree-structure that simplifies organization and navigation:

RIVIP State Agency Info Center Documentation



A. Web Posting

This section contains data entry screens that will allow you to post information on the purchasing (RIVIP) website. Click the next to the **Web Posting** root node to see the web posting options:



RIDOT Addenda Posting - This function is for authorized RIDOT persons to be able to add addenda to state agency bids handled by central purchasing.

Post Grant Information –

This function is for authorized grant data entry personnel only. See the [Grant Posting Documentation](#) for more information.

B. Tools/Searches

This section contains tools (online searches) that will be useful to you. Click the next to the **Tools/Searches** root node to see the tools/searches options:



RIVIP State Agency Info Center Documentation

Authorized Agents - This search allows you to look up authorized agents by agent name, fund, or department:

Authorized Agent Search

Search Criteria - Please select some criteria and click 'Search'.

Authorized Agent Name:

Title:

Fund:

Department:

	FUND CODE	FUND NAME	DEPT CODE	DEPARTMENT	LAST NAME	FIRST NAME	TITLE
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Enter an authorized name, title or select a fund and/or

department and click the button. The spreadsheet will then be loaded with the search results:

RIVIP State Agency Info Center Documentation

Authorized Agent Search

Search Criteria - Please select some criteria and click 'Search'.

Authorized Agent Name:

Title:

Fund:

Department:

14 Authorized Agents Found

View In Excel

	FUND CODE	FUND NAME	DEPT CODE	DEPARTMENT	LAST NAME	FIRST NAME	TITLE
1	10	General	68	ADMINISTRATION	BLAZER	STEVEN	ACCOUNTING SUPERVISOR
2	10	General	68	ADMINISTRATION	BRIGHT	LOUISE	CHIEF OF BUSINESS AFFAIRS
3	10	General	68	ADMINISTRATION	CARCIERI	DONALD	GOVERNOR
4	10	General	68	ADMINISTRATION	CEMBROLA	JOSEPH	ASSOCIATE PERSONNEL ADMINISTRATOR
5	10	General	68	ADMINISTRATION	COLLARO	FRANK	INTERNAL AUDIT MANAGER

<< >>

Double-click a column header to toggle sort ascending/descending.

Click on a last name to view the details for a particular authorized agent:

RIVIP State Agency Info Center Documentation

Authorized Agent Detail	
Agent Information	
Approval Date: 2/17/2004	
Last Name: COLLINS	First Name: THOMAS
Fund: 10 - General	
Department: 68 - ADMINISTRATION	
Title: CHIEF INFORMATION OFFICER	
Category A - Payment Forms	
Audit Notice: No	From Sequence:
Invoice Header Entry Form: No	To Sequence:
Emp. Adv. & Exp Report: No	
Direct Pay: No	
Additional Sequences:	
Category B - Accounting Forms	
Fund Transfer: No	From Sequence:
Journal Entry: No	To Sequence:
Additional Sequences:	
Category C - Miscellaneous Forms	
Travel Request: Yes	From Sequence:
Report of Surplus: Yes	To Sequence:
Report of Fixed Asset: Yes	
Report of Equip Acquired: Yes	
Office Supplies Order Form: Yes	
Additional Sequences: *SEE BOOK	
Category D - Purchasing Forms	
Purchase Requisitions: No	From Sequence:
	To Sequence:
Additional Sequences:	

The authorized agent search results can be loaded into Excel by clicking the [View In Excel](#) link. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated:

RIVIP State Agency Info Center Documentation

	B	C	D	E	F	G	H
1	FUND	FUND NAME	DEPT	DEPARTMENT	LAST NAME	FIRST NAME	TITLE
2	10	General	68	ADMINISTRATION	AuthorizedAger	STEVEN	ACCOUNTING SUPERVISOR
3	10	General	68	ADMINISTRATION	AuthorizedAger	LOUISE	CHIEF OF BUSINESS SERVICES
4	10	General	68	ADMINISTRATION	AuthorizedAger	DONALD	GOVERNOR
5	10	General	68	ADMINISTRATION	AuthorizedAger	JOSEPH	ASSOCIATE PERSONNEL ADMINISTRATOR/BENEFITS
6	10	General	68	ADMINISTRATION	AuthorizedAger	FRANK	INTERNAL AUDIT MANAGER
7	10	General	68	ADMINISTRATION	AuthorizedAger	THOMAS	CHIEF INFORMATION OFFICER
8	10	General	68	ADMINISTRATION	AuthorizedAger	MERRILL	PURCHASING COORDINATOR
9	10	General	68	ADMINISTRATION	AuthorizedAger	LAURENCE	STATE CONTROLLER
10	10	General	68	ADMINISTRATION	AuthorizedAger	HELEN	ASSISTANT BUSINESS MANAGEMENT OFFICER
11	10	General	68	ADMINISTRATION	AuthorizedAger	PETER	SUPERVISOR OF FINANCIAL MANAGEMENT REPORTING
12	48	Centrex	68	ADMINISTRATION	AuthorizedAger	LINDA	CHIEF IMPLEMENTATION AIDE
13	10	General	68	ADMINISTRATION	AuthorizedAger	JOHN	SUPERVISOR OF FINANCIAL REPORTING
14	48	Centrex	68	ADMINISTRATION	AuthorizedAger	SANDY	TELECOMMUNICATION SPECIALIST
15	10	General	68	ADMINISTRATION	AuthorizedAger	KENNETH	CHIEF OF STAFF

Buyers/Commodity Codes - This search allows you to look up buyers for a particular commodity code, class or description. You can even perform a lookup by buyer name:

Buyer/Commodity Search

**Please enter a 3 or 5-digit commodity code or keyword(s)
and click 'Search' to view Buyer/Commodity assignments.**

Class or
Class/Item:

Keyword(s):

Search

BUYER LAST NAME	BUYER FIRST NAME	CLASS	ITEM	DESCRIPTION
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Enter a commodity code class/item or keyword(s) and click



to view the buyer/commodity assignments:

RIVIP State Agency Info Center Documentation

Buyer/Commodity Search

**Please enter a 3 or 5-digit commodity code or keyword(s)
and click 'Search' to view Buyer/Commodity assignments.**

Class or
Class/Item:

Keyword(s):

15 Buyer/Commodities Found

[View Buyer Phone Directory](#)
[View In Excel](#)

	BUYER LAST NAME	BUYER FIRST NAME	CLASS	ITEM	DESCRIPTION
1	Cowell	John	691	63	Reducers (In-Line, Worm Gear, Right Angle, Parallel, Bevel, Mixer, Shaft
2	Harris	Steve	020	27	Feed Mills and Mixers
3	Harris	Steve	020	84	Soil Mixers and Samplers
4	Harris	Steve	635	40	Paint Conditioners, Mixers, Shakers, and Tinting Machines
5	Harris	Steve	755	10	Asphalt Distributors, Levelers, Mixers, Crack Sealing Equip., etc. (See 755-40

<< >>

Double-click a column header to toggle sort ascending/descending.

The search results displays the assignments. There is also a link to the Buyer Phone Directory.

The buyers/commodity codes search results can be loaded into Excel by clicking the [View In Excel](#) link. This will open Excel within your browser with the data in the Excel spreadsheet where it can be manipulated:

	A	B	C	D	E
	BUYER LAST NAME	BUYER FIRST NAME	CLASS	ITEM	DESCRIPTION
1	Cowell	John	691	63	Reducers (In-Line, Worm Gear, Right Angle, Parallel, Bevel, Mixer, Shaft Mount, Screw Conveyor)
2	Harris	Steve	020	27	Feed Mills and Mixers
3	Harris	Steve	020	84	Soil Mixers and Samplers
4	Harris	Steve	635	40	Paint Conditioners, Mixers, Shakers, and Tinting Machines
5	Harris	Steve	755	10	Asphalt Distributors, Levelers, Mixers, Crack Sealing Equip., etc. (See 755-40 for Tools)
6	Harris	Steve	755	80	Concrete Mixers
7	Harris	Steve	765	37	Mixers, Lime Slurry
8	Harris	Steve	929	12	Asphalt Distributors, Levelers, Mixers, etc. Maintenance and Repair
9	Harris	Steve	929	30	Concrete Mixers, Maintenance and Repair
10	Hill	Lisa	045	51	Mixers, Food (Household Types)
11	Hill	Lisa	803	45	Music Systems and Components: Amplifiers, Mixers, Preamplifiers, Tuners, Turntables, etc.
12	Miller	Alma	090	16	Dough Mixers
13	Miller	Alma	165	02	Blenders, Food Cutters, and Mixers
14	Roche	Linda	175	82	Stirrers, Blenders, Homogenizers, Mixers and Shakers
15	Roche	Linda	490	19	Density Gradient Equipment: Fractionators, Mixers, etc.

RIVIP State Agency Info Center Documentation

Commodity Codes - This search allows you to look up commodity codes and commodity code descriptions. You can start by either entering a keyword or selecting a commodity code category:

**State of Rhode Island
Department of Administration
Division of Purchases**

Commodity Code Search

Welcome
Test Company Name
VENDOR SIGN OUT
My VIP Info Center
Home
General Information
Vendor Center
Public Bid Opportunities
RI Department of Transportation
State Agency Info

Select a commodity code group, enter keyword(s), and click the search button. You can also perform a **Class Search**.

Search by Keyword:

Commodity Code Categories

Search All Categories

- 01 - Administrative, Financial, and Management Services
- 02 - Agricultural Equipment and Related Products and Services
- 03 - Arts, Crafts, Entertainment, Theatre
- 04 - Automotive Products, Vehicles, and Services
- 05 - Building Equipment, Supplies, and Services
- 06 - Clothing, Textiles, Laundry Equipment, and Supplies
- 07 - Communication Equipment and Services

Once a category or keyword is entered, click . If a category is all that is selected, the list of classes will be displayed for that category. In this example, we selected 04-Automotive Products, Vehicles, and Services:

**State of Rhode Island
Department of Administration
Division of Purchases**

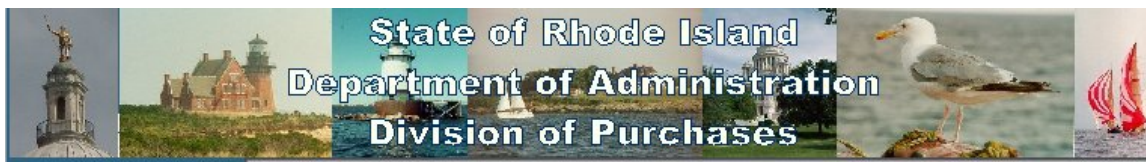
Commodity Code Search Results

Welcome
Test Company Name
VENDOR SIGN OUT
My VIP Info Center
Home
General Information

Major Group	Class	Description
04	055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.
04	060	AUTOMOTIVE AND TRAILER MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS
04	065	AUTOMOTIVE AND TRAILER BODIES, ACCESSORIES, AND PARTS
04	070	AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT (INCLUDING TRAILERS)
04	075	AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES
04	110	BELTS AND BELTING: AUTOMOTIVE AND INDUSTRIAL
04	405	FUEL, OIL, GREASE AND LUBRICANTS
04	863	TIRES AND TUBES

RIVIP State Agency Info Center Documentation

From this page you can click the description field for a particular class to view its Items. In this example, we selected Tires and Tubes:



State of Rhode Island
Department of Administration
Division of Purchases

Welcome
Test Company Name
VENDOR SIGN OUT

My VIP Info Center

Home

General Information

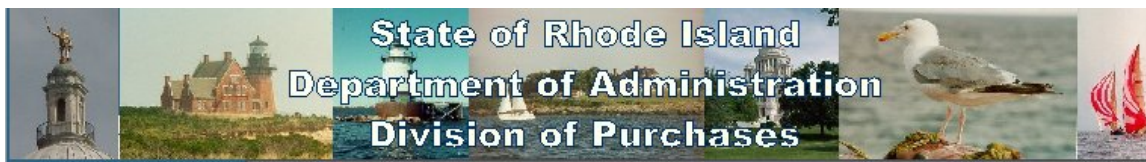
Vendor Center

Commodity Code Search Results

Major Group	Class/Item	Description
04	863 - 03	Tires and Tubes, Aircraft
04	863 - 05	Tires and Tubes, Passenger Vehicles
04	863 - 06	Tires and Tubes, Motorcycle
04	863 - 07	Tires and Tubes, Light Trucks
04	863 - 10	Tires and Tubes, Medium Truck and Bus
04	863 - 15	Tires and Tubes, Off-Road Equipment
04	863 - 20	Tires and Tubes, Farm Tractor and Implement
04	863 - 25	Tires and Tubes, Industrial
04	863 - 42	Flaps and O-Rings, Tire
04	863 - 65	Recapped/Retreaded Tires (See Class 928 if Recapping/Retreading Own Tires as a Service)

When searching by keyword, the search results will only list item level detail. You can combine category and keyword in your searches. This will search for a keyword only in a particular category.

Purchase Order Search - This search allows you to look up purchase order information. The purchase order search page contains a variety of search criteria:



State of Rhode Island
Department of Administration
Division of Purchases

VENDOR SIGN IN ←

Home
General Information
Vendor Center
Bid/Grant Opportunities
RI Department of Transportation
Agreements (MPAs)
Purchase Orders
State Agency Info Center

PO Search

Enter at least PO Number, Vendor Name, or Issued Date criteria and click the search button.

To select multiple list items, hold the <SHIFT> or <CTRL> key and select with the mouse.

PO Number: Release #:

PO Status: ☐ Select All
 CANCELLED
 CLOSED
 COMPLETE RECEIPT
 PARTIAL RECEIPT

Vendor Name:

PO Description:

PO Type:

PO Amount >= :

PO Amount <= :

Date Issued On or After:

Date Issued On or Before:

Agency Name:

RIVIP State Agency Info Center Documentation

You must at minimum enter criteria for PO Number, Vendor Name, or Issued Date range. Once your criteria is entered, click the button, and the search results will be displayed:



VENDOR SIGN IN 

[Home](#)

[General Information](#)

[Vendor Center](#)

[Bid/Grant Opportunities](#)

[RI Department of Transportation](#)

[Agreements \(MPAs\)](#)

[Purchase Orders](#)

[State Agency Info Center](#)

[Quasi-Public / Municipalities](#)

[Contact Us](#)

PO Search Results

Click on an open market PO or a master blanket release to get PO Payment information from the RIPAY website. Click on a master blanket header to view its releases. Click on the bid # to obtain bid information for this PO. Click on the 'Y' in the BM column to view the blanket dates.

There are 13 POs Meeting the Following Criteria

Search Field	Criteria
PO Status	CANCELLED, CLOSED, COMPLETE RECEIPT, PARTIAL RECEIPT, SENT TO VENDOR
Issued Date On or After	11/18/2003
Issued Date On or Before	06/01/2004
Agency	OFFICE OF THE LIEUTENANT GOVERNOR - CONS

PO #	Rel #	Status	Description	Amount	Vendor Name	Bid Number	Agency	Issued Date	BM
13A00290503	0	SENT TO VENDOR	COPY MACHINE MAINTENANCE	0.00	SAVIN CORPORATION		OFFICE OF THE LIEUTENANT GOVERNOR - CONS	11/18/2003	Y
13A00293382	0	CLOSED	CLOCKS	867.47	COAST TO COAST SPECIALITY ADVERTISING		OFFICE OF THE LIEUTENANT GOVERNOR - CONS	12/31/2003	N
13A00297529	0	CLOSED	RHODE ISLAND STATE FLAGS	375.00	ATLANTIC FLAG & BANNER		OFFICE OF THE LIEUTENANT GOVERNOR - CONS	2/25/2004	N
13A00298163	0	CLOSED	REGISTRATION FEES	400.00	COUNCIL OF STATE GOVERNMENTS		OFFICE OF THE LIEUTENANT GOVERNOR - CONS	3/3/2004	N
13A00298227	0	CLOSED	PRINTER CARTRIDGES	268.59	NORTHEAST LASER IMAGE OF NE INC		OFFICE OF THE LIEUTENANT GOVERNOR - CONS	3/3/2004	N
13A00299443	0	CLOSED	COMPUTER	929.64	ESAB SOFTWARE		OFFICE OF THE	3/4/2004	N

The PO Search Results page displays the purchase orders that met your criteria. The "BM" column is a blanket master indicator field displaying a Y(Yes) or N(No). Clicking on the 'Y' for a blanket master will display additional information about the blanket master:



VENDOR SIGN IN 

[Home](#)

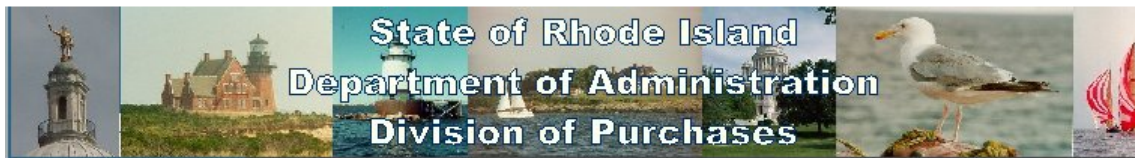
[General Information](#)

PO Blanket Information

Information	Value
PO Number	13A00290503
PO Blanket Dates	10/01/2003 - 06/30/2007

RIVIP State Agency Info Center Documentation

Clicking on the PO # field for a blanket master will display release details for that master blanket:



**State of Rhode Island
Department of Administration
Division of Purchases**

VENDOR SIGN IN ←

Home

General Information

Vendor Center

Bid/Grant Opportunities

PO Releases for: 13A00290503

Click on the bid number to obtain bid information related to this purchase order.

There are 1 Releases For This Purchase Order

PO #	Rel #	Status	Description	Amount	Vendor Name	Bid Number	Agency	Issued Date	BM
13A00290503	1	CLOSED	COPY MACHINE MAINTENANCE	\$61.50	SAVIN CORPORATION		OFFICE OF THE LIEUTENANT GOVERNOR - CONS	11/19/2003	N

Clicking on a blanket master release or an open market purchase order will take you to the RIPAY website and display invoice information:



**State of Rhode Island Payment Information
RIPAY Website**



PO Payment Search

Search Criteria - Please enter a valid State of Rhode Island purchase order.

* Purchase Order #: Release #: **Search** Search For PO On Purchasing Website

1 Invoice Found

Purchase Order #: **13A00290503** Release #: **1**

PO Description: **COPY MACHINE MAINTENANCE**

Agency Name: **LT GOVERNOR**

Vendor Name: **SAVIN CORPORATION**

PO Status: **CLOSED**

[View Other POs For This Vendor](#) [View Payment Statement](#) [View In Excel](#)

	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	INVOICE STATUS	PAID DATE	CHECK NUMBER
1	27891	7/14/2003	\$961.50 PAID		12/4/2003	247633

Home

General Information

PO Payment Search

Municipal ACH Payments

Check Number Search

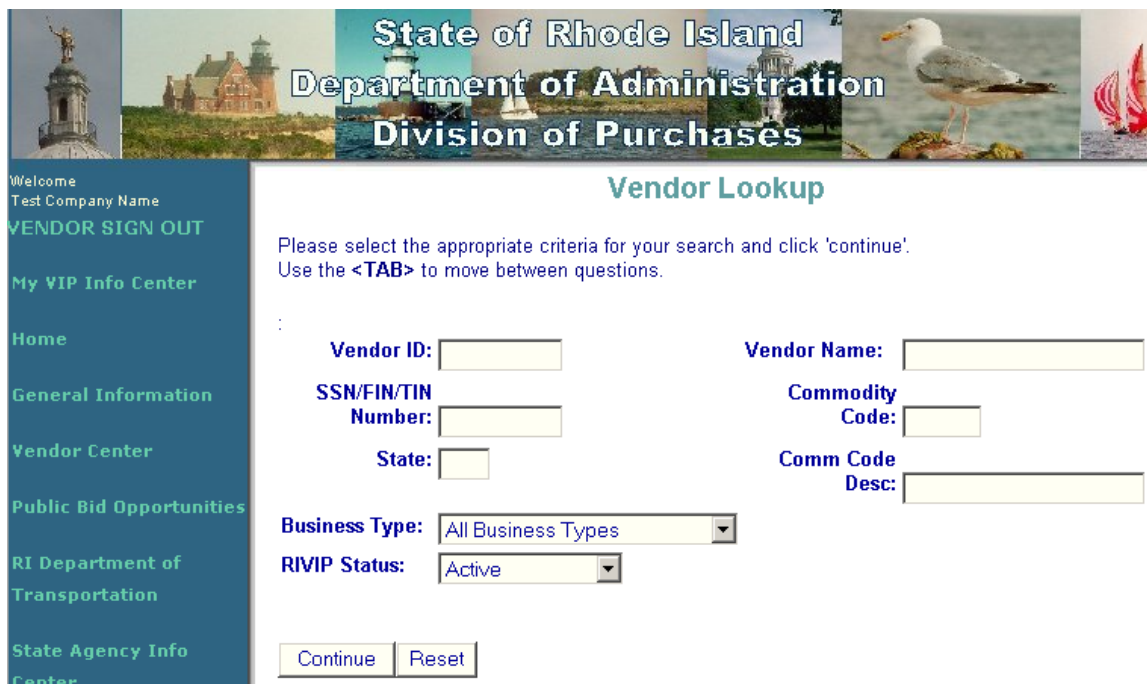
Contact

RI.gov

Microsoft Internet Explorer

RIVIP State Agency Info Center Documentation

Search For Vendors - This search allows you to look up vendors that have registered on the Purchasing RIVIP website. ***This search requires an additional login.*** The following search criteria can be entered to find a vendor:



State of Rhode Island
Department of Administration
Division of Purchases

Welcome
Test Company Name
VENDOR SIGN OUT
My VIP Info Center
Home
General Information
Vendor Center
Public Bid Opportunities
RI Department of Transportation
State Agency Info Center

Vendor Lookup

Please select the appropriate criteria for your search and click 'continue'.
Use the <TAB> to move between questions.

Vendor ID: Vendor Name:

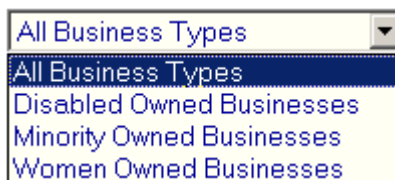
SSN/FIN/TIN Number: Commodity Code:

State: Comm Code Desc:

Business Type:

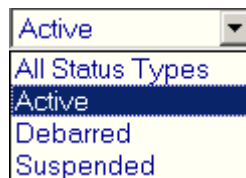
RIVIP Status:

Business types include:



All Business Types
All Business Types
Disabled Owned Businesses
Minority Owned Businesses
Women Owned Businesses

RIVIP Statuses include:



Active
All Status Types
Active
Debarred
Suspended

Once criteria has been entered, click and you will see the search results:

RIVIP State Agency Info Center Documentation



**State of Rhode Island
Department of Administration
Division of Purchases**

Welcome
Test Company Name
VENDOR SIGN OUT
My VIP Info Center
Home
General Information
Vendor Center
Public Bid Opportunities
RI Department of Transportation
State Agency Info Center
Quasi-Public / Municipalities
Agreements (MPAs)
Purchase Orders

Vendor Lookup Results

There are 153 Vendors Meeting the Following Criteria

Search Field	Criteria
Comm Code Desc	welding
RIVIP Status	Active

Click on the Vendor Name for details.

Vendor Name	RISAIL	State	Contact Name	Phone Number	RIVIP Status	DMW
4 A King Usa Inc.	N	NV	Heather King	702-388-8334	Active	
A & A Building & Construction Inc.	N	RI	Sam Catalano	401-231-9065	Active	
Abco Welding Supply	Y	RI	Jon Keiluhn	(401) 732-2920	Active	
AD&D Welding & Boiler Works, Inc.	N	RI	Christopher Riggs	(401) 732-5222	Active	
Aero Plumbing & Heating Inc.	Y	RI	Michael V. St. Martin	401-751-8880	Active	
Aimtek, Inc.	N	MA	Jay Kapur	(508) 832-5035	Active	
Air Liquide America Corporation	N	PA	John Avrachow	610-239-2060	Active	
Alhambra Building Co., Inc.	Y	RI	Donna Giles	(401) 461-2090	Active	
All State Boiler & Construction, Inc.	Y	CT	Tim Foley	(860) 678-0678	Active	
Als Auto Parts	N	RI	Albert Scialo	401-942-1617	Active	
American Indian Welding Company	N	RI	Lawrence H. Stanton	401-294-6376	Active	
American Millwright Inc.	N	RI	Newt Y. Whipple	401-766-3019	Active	
American Millwright Inc.	N	RI	Frank Hvizdos	508-671-0090	Active	
American Welding Co., Inc.	N	RI	Eric Greene	401-821-7186	Active	
Anion Net, Inc	N	NY	Chris Mallouras	718-803-2910	Active	
Arden Engineering Constructors, Inc.	Y	RI	Ken Demers	401-727-3500	Active	
Arrow Paper Equipment Rental & Sales	N	CT	Garry Weiss	860-447-1621	Active	
At&Z Construction	N	RI	Austin Thorpe	401-5290169	Active	
Atlantic Control Systems Inc.	Y	RI	James Grundy	(401) 294-1560	Active	
Automotive Resources, Inc.	N	VA	Steve Delany	(703) 359-6265	Active	
Banks Building Company, Llc	N	RI	Christopher Lambert	401-861-9600	Active	
Bedros H. Dilsizian	N	MA	Bedros H. Dilsizian	617-924-2175	Active	

The vendor lookup results page displays the vendor name, a Yes/No flag explaining whether or not the vendor exists in RISAIL, the state, contact name/phone, RIVIP status, and flags for Disabled(D), Minority(M), and Women(W) owned businesses.

*****Remember vendors that exist on the Purchasing/RIVIP website may or may not exist in RISAIL. Conversely, vendors that exist in RISAIL may or may not exist on the Purchasing/RIVIP website. (The reason for this is that there are some vendors who bid and are never awarded. There are also vendors who are awarded and never bid.)**

Detailed vendor information can be retrieved by clicking on the vendor name:

RIVIP State Agency Info Center Documentation



[VENDOR SIGN IN](#)

[Home](#)
[General Information](#)
[Vendor Center](#)
[Bid/Grant Opportunities](#)
[RI Department of Transportation](#)
[Agreements \(MPAs\)](#)
[Purchase Orders](#)
[State Agency Info Center](#)
[Quasi-Public / Municipalities](#)
[Contact Us](#)






Vendor Information

Contact Information

Name

Jon Keiluhn

Title

Manager

Phone

(401) 732-2920

Fax

401-732-4180

Email

jonkeiluhn@abcodelivers.com

Vendor Address Information

Company Name

Abco Welding Supply

Subsidiary/Division

Address

231 Jefferson Blvd

Address 2

City

Warwick

State

RI

Zip Code

02888-3818

Country

USA

Mailing Address Information

Address

Address 2

City

State



Zip Code

Country

Commodity Code Information

Major Group	Class/Item	Description
05	005 - 14	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
05	005 - 42	Abrasives, Solid: Wheels, Stones, etc.

C. Communications

This section contains tools (online searches) that will be useful to you. This section contains memos, notices, and instructions from the Division of Purchases that can be easily downloaded and printed. Click the  next to the  **Communications** root node to see the communications options:





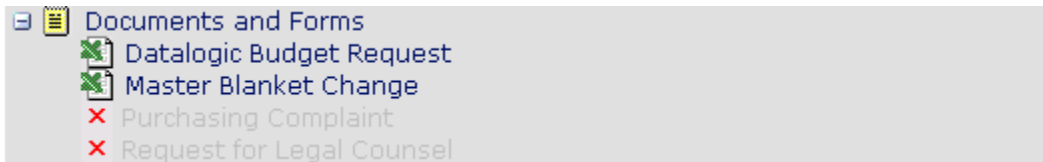
Administrative Approval Letter - Approval requirements and authorized agent responsibilities.

Year End Instructions - Fiscal year transition tables and guidelines for the most current fiscal year.

RIVIP State Agency Info Center Documentation

D. Documents and Forms

This section contains purchasing documents/forms applicable to state agencies that can be easily downloaded and/or printed. This section also contains a link to the forms section of the Accounts and Controls website. Click the  next to the  **Documents and Forms** root node to see the documents and forms options:





Datalogic Budget Request - MS Excel form required for Datalogic supplemental services requests.

Master Blanket Change - MS Excel form for master blanket change requests.

Purchasing Complaint - Not yet available.

Request for Legal Counsel - Not yet available.

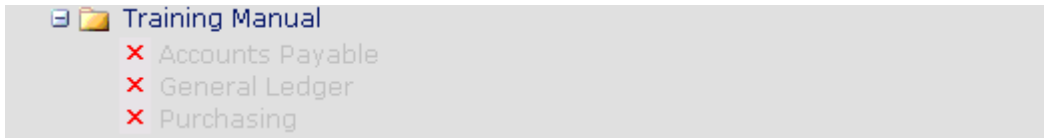
E. RISAIL How To's / Tips

This section contains RISAIL/Buyspeed technical instructions and procedures for state agencies. Click the  next to the  **RISAIL How To's / Tips** root node to see the instructions which are broken out into multiple categories:

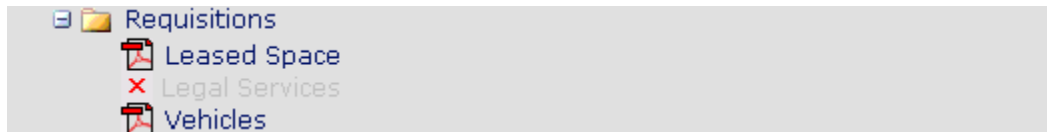


Training Manual - This section will contain the RIAIL training documentation which includes sections for Accounts Payable, General Ledger, and Purchasing. These documents are currently unavailable.

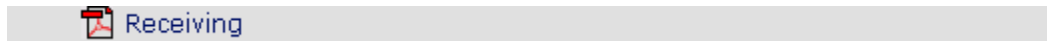
RIVIP State Agency Info Center Documentation



Requisitions - This section contains PDF documents containing instructions for requisitioning leased space, legal services, or vehicles:



Receiving - Information on how to perform receiving operations within Buyspeed & RISAIL



Purchase Orders - This section contains PDF documents containing instructions for performing a change order, closing a blanket purchase order release or establishing a mastet blanket for leased space:



Reports - This section contains PDF documents on how to run reports within Buyspeed/RISAIL. Specific reports include those on class summary, MPA Usage, Multi-Vendor MPA, PO Account, and Vendor Lookup:

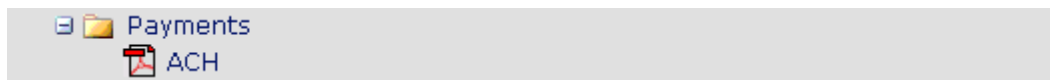


Approvals - This section is not yet available.



RIVIP State Agency Info Center Documentation

Payments - This section contains information on how to enter ACH payment categories within Buyspeed & RISAIL.





Tips/Tricks - This section contains PDF documents containing useful information for using Buyspeed and RISAIL more effectively.

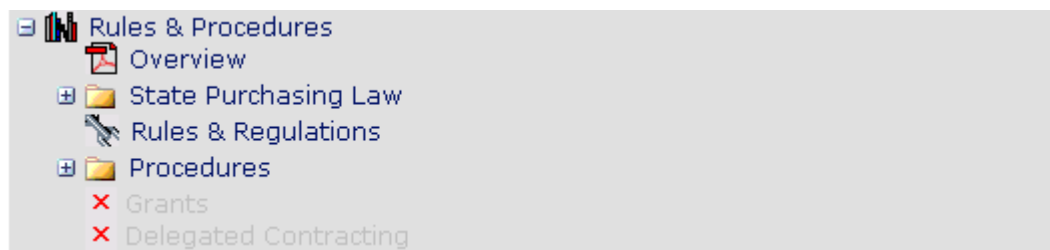


Other - This section contains PDF documents containing information on additional operations within Buyspeed/RISAIL.



F. Rules and Procedures

This section contains general purchasing instructions and procedures for state agencies. Click the  next to the  **Rules & Procedures** root node to see the rules and procedures options:



Overview - PDF presentation of Purchasing law, regulations, and procedures.

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State Purchasing Law - RI general law and information including a link to 37-2 Rhode Island General Law:




Rules & Regulations - Rules and Regulations Published per RI General Law 37-2.

Procedures - Small Purchase, MPA, and other procedures.



IV. Help

The [Help](#) link on the State Agency Info Center main menu links to the most recent version of this document in PDF format. You must have Adobe Acrobat

Reader installed on your workstation to view PDF files. The  link on the State Agency Info Center main menu will take you to the Adobe website where the reader can be downloaded for free.

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V. Links

Important purchasing-related website links can be accessed by clicking the [Links](#) hyperlink on the State Agency Info Center main menu:



VI. Conclusion

This concludes the materials for the state agency info center. We hope this documentation will be helpful in preparing your department staff to utilize this new on-line resource.